

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: October 30, 2003

PERSONNEL LETTER # 03-019
CIVIL SERVICE ONLY

TO: All Agencies in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **ADDITIONAL GENERAL SALARY INCREASE/PERSONAL LEAVE PROGRAM PROCESSING
INFORMATION AND INSTRUCTIONS**

Based on the DPA PML 2003-046 containing the Personal Leave Program provisions, the following clarifies the general salary increase and Personal Leave Program (PLP) pay reduction processing information and instructions previously issued (see Personnel Letters #03-015, #03-016 and #03-018).

I. Rank and File Employees In Bargaining Units 01, 04, 09, 10, 11, 14, 15, 17, 20 and 21

A. Retired Annuitants

Retired annuitants appointed pursuant to Government Code (GC) Sections 21221, 21223, 21224 or 21225 are excluded from PLP participation. Departments will need to void the 10/01/03 effective date 350 transaction that was posted via PPSD's EH update processes for these retired annuitants to delete the PLP pay differential earnings id (EID): 8PLP.

B. Additional Position Employees

Employees are only subject to the PLP pay reduction for no more than one-full time equivalent position. Departments must review the EH records of employees with additional positions and take one or more of the following actions:

- If an employee has other position(s) in addition to a full-time position, the PLP pay reduction shall apply to the full-time position only. Delete the PLP pay differential from the other positions.
- If an employee has multiple part-time or intermittent time base positions that total more than one full-time equivalent position, the PLP pay reduction shall apply to all positions that total the equivalent of one or more full-time position. Delete the PLP pay differential from the other positions. Also, if the PLP pay reduction occurs for more than one full-time equivalent position, an adjustment for the excess pay reduction must be requested. Submit a Form STD. 674 to request the adjustment. See PPM Section D011 for document completion instructions and enter the following in the remarks section "Adjustment of pay per PLP over charge".

C. Employees On Military Leave

Employees on military leave and receiving supplemental pay and benefits pursuant to GC Section 19775.18 are not subject to the PLP pay reduction. As a result, all pay beginning with the first 30 calendar days of active duty are to paid without the PLP pay reduction. PPSD corrected the EH records updated with the PLP pay reduction for employees currently on military leave to delete the PLP pay differential.

II. Rank and File Employees in Bargaining Units 05, 08, 16 and 19

A. Retired Annuitants

Retired annuitants appointed pursuant to GC Sections 21221, 21223, 21224 or 21225 are excluded from PLP participation. Departments will need to correct the 07/01/03 effective date GEN transaction that was posted via PPSD's EH update processes for these retired annuitants to delete the PLP pay differential earnings id (EID): 8PLP.

B. Additional Position Employees

Employees are only subject to the PLP pay reduction for no more than one-full time equivalent position. Departments must review the EH records of employees with additional positions and take one or more of the following actions:

- If an employee has other position(s) in addition to a full-time position, the PLP pay reduction shall apply to the full-time position only. Delete the PLP pay differential from the other positions.
- If an employee has multiple part-time or intermittent time base positions that total more than one full-time equivalent position, the PLP pay reduction shall apply to all positions that total the equivalent of one or more full-time position. Delete the PLP pay differential from the other positions. Also, if the PLP pay reduction occurs for more than one full-time equivalent position, an adjustment for the excess pay reduction must be requested. Submit a Form STD. 674 to request the adjustment. See PPM Section D011 for document completion instructions and enter the following in the remarks section "Adjustment of pay per PLP over charge".

C. Employees On Military Leave

Employees on military leave and receiving supplemental pay and benefits pursuant to GC Section 19775.18 are not subject to the PLP pay reduction. As a result, all pay beginning with the first 30 calendar days of active duty are to be paid without the PLP pay reduction. PPSD corrected the EH records updated with the PLP pay reduction for employees currently on military leave to delete the PLP pay differential.

D. Employees on TD, IDL, EIDL, NDI, LC4800 Time

Disability and supplementation pays are not subject to the PLP pay reduction. Regular pay for time worked while on disability leave is subject to the PLP pay reduction.

Departments must submit Form STD. 674/674D to request the appropriate adjustments for employees on disability leave from the 07/2003 to 09/2003 pay periods. The Form STD. 674/674D should identify the appropriate salary rates that are applicable for each pay adjustment type (i.e., disability pay, supplementation pay, regular time worked pay).

III. Excluded Employees

A. Retired Annuitants

Retired annuitants appointed pursuant to GC Sections 21221, 21223, 21224 or 21225 are excluded from PLP participation. Departments will need to correct the 10/01/03 effective date GEN transaction that was posted via PPSD's EH update processes for these retired annuitants to delete the PLP pay differential earnings id (EID): 8PLP or 8PL6.

B. Additional Position Employees

Employees are only subject to the PLP pay reduction for no more than one-full time equivalent position. Departments must review the EH records of employees with additional positions and take one or more of the following actions:

- If an employee has other position(s) in addition to a full-time position, the PLP pay reduction shall apply to the full-time position only. Delete the PLP pay differential from the other Positions.

- If an employee has multiple part-time or intermittent time base positions that total more than one full-time equivalent position, the PLP Pay reduction shall apply to all positions that total the equivalent of one or more full-time position. Delete the PLP pay differential from the other positions. Also, if the PLP pay reduction occurs for more than one full-time equivalent position, an adjustment for the excess pay reduction must be requested. Submit a Form STD. 674 to request the adjustment. See PPM Section D011 for document completion instructions and enter the following in the remarks section "Adjustment of pay per PLP over charge".

C. Employees On Military Leave

Employees on military leave and receiving supplemental pay and benefits pursuant to GC Section 19775.18 are not subject to the PLP pay reduction. As a result, all pay beginning with the first 30 calendar days of active duty are to paid without the PLP pay reduction. PPSD corrected the EH records updated with the PLP pay reduction for employees currently on military leave to delete the PLP pay differential.

D. Employees Who Separated Effective On/Before 09/30/2003 With Lump Sum Extending Into The 10/2003 Pay Period

Separated employees are not to receive any additional personal leave day (PLD) credits beyond the 09/2003 pay period. The employees are entitled to the 10/01/2003 GSI if their lump sum pay extends into the 10/2003 pay period.

Departments will need to update the EH records of separated employees who were issued lump sum pay that included PLD credits for the 10/2003 pay period and later as follows:

- correct the lump sum vacation time on the separation transaction to exclude PLD credits applicable to the 10/2003 pay period and later; and

- post the GSI by processing a 10/01/03 effective date GEN transaction.

Special processing is required by PPSD to correct the separated employee's payroll records due to the above EH actions. Thus, send the PAR documentation to PPSD.

A Personnel Letter with further information and detailed processing instructions for the ongoing administration of the PLP pay reduction is forthcoming. In the meantime, questions can be directed as follows:

SUBJECT	AREA	CONTACT TELEPHONE NUMBER
Salary Increase	DPA	(916) 324-0439
Personal Leave Program	DPA	Bernice Torrey (916) 324-9381
EH Procedures	Personnel Operations Liaison Unit	(916) 322-6500
Disability Payroll	Disability Telephone Procedures Liaison	(916) 322-3619
General Payroll	Payroll Operations Procedures Telephone Liaison	(916) 323-3081

JRH:LMS:PMAB